

(SAMPLE)

NEIGHBORHOOD ORGANIZATION BY-LAWS

ARTICLE I - NAME

The parties involved shall choose the name of the organization.

ARTICLE II - PURPOSE

The purpose of this organization is to achieve and maintain decent and wholesome living conditions in the City of Riverside; assist persons residing in the specific neighborhood to work together for the good of their neighborhood; and provide a non-partisan organization which will benefit this neighborhood and this city through worthwhile programs.

ARTICLE III - MEMBERSHIP

Section 1. Membership in this organization shall be open only to persons who reside or own property in the neighborhood boundaries.

Section 2. The neighborhood boundaries are the interior of the streets that border the neighborhood.

Section 3. The organization also may enroll honorary members, but these members may not vote on matters before this organization.

ARTICLE IV - ANNUAL MEETINGS

During the first meeting of the calendar year, a meeting of this organization shall be convened for the purpose of electing officers. This meeting shall also be a regular meeting of the organization for other business.

ARTICLE V - OFFICERS

Section 1. The officers of the neighborhood organization shall consist of Chairperson, Vice Chairperson, Secretary/Treasurer.

Section 2. The officers shall be elected at the first annual meeting from a slate prepared by the Nominating Committee, as well as from any additional nominations from the floor. The persons receiving the highest number of votes for each office shall be elected. Those elected shall serve until the next election.

Section 3. No officer shall serve more than three (3) consecutive terms in the same office.

Section 4. In case of a vacancy in office other than that of Chairperson, the vacancy shall be filled by election at a subsequent regular meeting of the organization.

Section 5. Officers may be removed for cause, including violation of the by-laws or dereliction of duty, by a majority of two-thirds of the voters at a regular meeting of the organization, provided that the officer to be removed has been notified in writing of the proposed removal at least thirty (30) days before the meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The duties of the Chairperson shall be to preside over all meetings of the organization, to call special meetings, to appoint committee chairpersons and to be or appoint the spokesperson for the organization to local government, the press, or other neighborhood organizations.

Section 2. The duties of the Vice-Chairperson shall be to preside over meetings of the organization in the absence of the Chairperson, and to succeed to the office of Chairperson in the event of a vacancy in that position.

Section 3. The duties of the Secretary/Treasurer shall be to keep accurate records of all meetings, to make them available, to keep a list of all members, and to assist in preparing any correspondence which may be received by the organization, to disburse funds as directed at a regular or properly called meeting of the organization, to keep proper financial records, and to make regular reports of the organization's financial status.

ARTICLE VII - MEETINGS

Section 1. The regular meeting of the organization shall be held quarterly. The time and place are to be designated by the Chairperson.

Section 2. Special meetings may be called by the Chairperson or by petition of ten (10) or more members. Such meetings may act on any business proper to the organization, provided that written notice of the meeting has gone out to all members at least ten (10) days before the meeting date.

ARTICLE VIII - COMMITTEES AND PROGRAMS

Section 1. Committees and programs of this organization shall be established by majority vote of members present at a meeting of the organization.

Section 2. Committee members and chairpersons shall be appointed by and serve at the pleasure of the chairperson.

ARTICLE IX - PROCEDURE

Unless the meeting has adopted some other procedure, all meetings of this organization are governed by guidelines of Robert's Rules of Order.

ARTICLE X - AMENDMENTS

The by-laws of this organization may be amended at any meeting, provided that the proposed amendments have been sent to all members prior the meeting at which they are to be considered.

President

Vice President

Secretary/Treasurer

Name

Name

Name



Attention Neighbors!

Neighborhood Meeting
Come share your concerns!

Date: _____

Time: _____

Location: _____

Hosted by: _____

Phone Contact: _____

RSVP by: _____

AGENDA ITEMS

- 1.
- 2.
- 3.
- 4.

(SAMPLE)

Neighborhood Organization Meeting

1st Meeting Agenda (Date)

- | | | |
|----|---|-----------------|
| 1. | Welcome | Temporary Chair |
| 2. | Introductions | Group |
| 3. | What is a Neighborhood Organization?
Why Organize? | Temporary Chair |
| 4. | Selection of Chairperson and Recorder | Temporary Chair |
| 5. | Problems/Concerns
Identify
Prioritize | Chair |
| 6. | Suggested Name for Neighborhood Organization | Chair |
| 7. | *Establish 2 nd Meeting date and location | Chair |
| 8. | Adjournment | Chair |

*Next meeting (2nd) within three weeks of the 1st meeting date.

(SAMPLE)

California Avenue Block Club

July 17, 2001
Agenda

1. WELCOME AND INTRODUCTIONS Mr. Bowen/members
2. GUEST SPEAKER
3. SUBCOMMITTEE REPORTS
Neighborhood Watch Committee Mrs. Reed
Hospitality Committee Mrs. Conerly
Clean-up/Code Compliance Committee Mrs. Beverly
Neighborhood Activities Committee Mr. Bowen
- OLD BUSINESS
Block Party Plans
The Problem House: What are we going to do?
6. NEW BUSINESS
A. Block Beautification Project Mrs. Beverly
B. Safety Lighting Project Mr. Young
7. OTHER BUSINESS
8. NEXT MEETING/ADJOURNMENT Chair

Remember we start on time! For more information please call Mr. Bowen at (310) 622-3620.

(SAMPLE)

Neighborhood Newsletter

Neighborhood News Briefs and Announcements

(SAMPLE)

Applause!

"Neighborhood Recognition Bulletin"

(SAMPLE)

Neighborhood

Red Alert!

Issue:

Meeting Information

Date: _____

Time: _____

Location: _____

Phone Contact: _____

Neighborhood Phone Tree

